Delaware State University

Sexual Assault Protocol

Prepared by the DSU – Coordinated COMMUNITY RESPONSE TEAM (CCRT)
Division of Student Affairs, Counseling Services and Department of Public Safety
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DSU Sexual Assault Response Protocol

Background

This document is designed to provide members of DSU community with information about the resources that are available for the appropriate response to students who are sexually assaulted. The protocol provides a detailed description of the steps offices and departments take to offer support to victims of sexual assault in a caring, consistent and timely manner. The members of the DSU Sexual Assault Response Team are dedicated to making DSU a safe and supportive place for students, employees, volunteers, and all visitors to our community.
2013-2014 Delaware State University Sexual Assault Response Team

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SEXUAL ASSAULT RESPONSE PROTOCOL for COUNSELING DEPARTMENT

- Assure the immediate physical safety of the victim
- If the victim’s safety is in jeopardy, call Public Safety at (302) 857-7911 or 911 (if off-campus).
- Inform the victim of the choices available to him/her to receive support and offer to make the calls on his/her behalf. [Resources include the DSU’s Rape Crisis line at (302) 420-5751, or the Contact Lifeline Rape Crisis line at 1-800-262-9800 day or night; and during work hours, this DSU Counseling Center at (302) 857-7381 or the Student Health Center at (302) 857-6393].
- If the victim refuses to access one of the above resources, strongly encourage the victim to seek medical attention from a Sexual Assault Nurse Examiner (SANE) at a nearby hospital. Hospitals offer treatment for STDs, Plan-B, AIDS prophylactic, treatment for cuts and bruises, and a Rape Kit; all of which will be paid for by the State’s Victims’ Services unit instead of the victim’s own medical insurance. The State Victims’ Support personnel will meet the victim at the hospital or on campus if necessary.
- Inform the victim that the Delaware State University Police Department will provide transportation to and from the hospital, along with a friend/roommate, Sexual Assault Response Advocate, a Resident Assistant, Senior Resident Assistant or Resident Director.
- Inform victim that the information that he/she shares will be maintained confidential except that certain aspects of the report (location and time of event) must be shared with the Title IX officer. The incident must be shared with the victim’s parents if he/she is under the age of 18 years of age (by the Vice President of Student Affairs of his designee), or information may be shared with a signed release from him/her.
- Inform the victim also that by reporting a sexual assault resulting from the violation of the University’s drug/alcohol and/or visitation policy he/she will not receive a sanction.
- Inform the victim of the choices for seeking justice for their psychological trauma. Victims have a choice of seeking prosecution through the Attorney General’s office, and/or seeking judicial sanction through the University’s Judicial Service Office.
- Inform the victim that he/she can request “Safe Housing” and academic accommodations if those situations are more comfortable and reduce their psychological distress. The Campus Sexual Assault Prevention program personnel or counselor will advocate on the victim’s behalf for these accommodations. Where there is reasonable suspicion the University will first have the alleged perpetrator removed from the campus environment.
- Inform the victim that confidential on-going psychological counseling and follow-up services are available from the University’s Counseling Staff, the Sexual Assault Program manager and/or the Prevention Specialist [Counseling Center (302) 857-7381, Sexual Assault program manager (302) 857-7385, Prevention Specialist (302) 857-7151].

- If the victim wishes to report the sexual assault confidentially they must contact the Counseling Department at (302) 857-7381 (Mon-Fri, 8:30-4:30)
When in doubt please contact Pauline Meek in the Counseling Center at (302) 857-7385, or Silver Debrick at (302) 857-7151

Helpful numbers:

- DSU Counseling Office (Mon-Fri, 8:30-4:30) 302-857-7381
- DSU Sexual Assault Hotline 302-420-5751
- *DSU On-call Counselor (after hours) 302-857-7911
- Delaware CONTACTLIFELINE 1-800-262-9800
- National Sexual Assault Hotline 1-800-656-HOPE
Sexual Assault Protocol for Delaware State University Police Department

Sexual assault is a traumatic event for every victim, and may leave them in psychological distress resulting from confusion about the event, fear, guilt, shame, or experiencing many other problems. Delaware State University Police Department often are first responders to a student in crisis due to a sexual assault, therefore the following protocol will be followed when responding to such an event.

Delaware State University Police Department will:

• Offer the victim/survivor support, crisis intervention, advocacy and referral information for medical, police, counseling resources, student conduct and legal resources as stated below.
• First ensure that the victim is safe, if not get the victim/survivor to a safe space.
• Acknowledge the psychological distress and confusion and assure the victim that he/she is cared about and that DSU has services in place to help him/her to overcome most problems that may arise from this situation. If the victim is a female and the staff person is a male, offer same sex support, and vise-versa whenever possible.
• Explain to the victim/survivor that if he/she was drinking alcohol and/or was violating the visitation policy, he/she would not receive a sanction for those violations.
• Gather demographic data; name, age, ethnicity, place of residence, time and date (when) the incident occurred and location (where), and the name of the perpetrator if known. Why questions should NOT be asked.
• Explain the importance of medical treatment and forensic exams, and strongly encourage the victim to take advantage of the services offered by the Sexual Assault Nurse Examiner (SANE) Unit offered at all major hospitals; those services safeguard against STIs, unwanted pregnancy, & AIDS. Explain to the victim/survivor that the cost of the visit to the hospital, treatment received, and the forensic (rape) kit will be paid for by the State of Delaware.
• Enquire if the victim has taken a shower or bath. If no, discourage the bath/shower until seen at the hospital. If yes, collect items of clothing that the victim wore at the time of the event, place it in a paper bag and retain as evidence. The investigating officer should label the bag appropriately and forward it to the State’s forensic lab for testing. Gather any other evidence that may exist, and note the appearance of the environment.
• Inform the victim/survivor also that Delaware State University Police Department will provide transportation to the hospital and back to campus if he/she does not have a friend or family member to provide such transportation.
• Inform the victim/survivor further that he/she (staff) could have accompaniment from the Prevention specialist here at DSU, a friend/roommate; an RA, RHA, or RD; or a counselor from the local rape crisis center who would accompany or meet him/her at the hospital.
• Explain to the victim/survivor that he/she may request support directly from DSU’s Sexual Assault Prevention (SAP) personnel or a community-based organization (ContactLifeline) or he/she may request that the staff person do so on his/her behalf.
• DSU SAP personnel may be reached at (302-420-5751) and the ContactLifeline Rape Crisis Center counselor may be reached at (1-800-262-9800)
• Offer the victim/survivor the option of moving to a “Safe Space” if he or she feels threatened
• Explain that he/she can request a “No-contact Order” from Delaware State University Police Department
• Explain counseling options both on and off campus.
• Provide the victim/survivor with written resource and referral information.
• Explain to the victim/survivor the procedure that will be followed by the Delaware State University Police Department and whether the information will be relayed to the Judiciary Department and/or to the local Court.
Sexual Assault Protocol for Judicial Affairs Department

Sexual assault is a traumatic event for every victim, and may leave them in psychological distress resulting from confusion about the event, fear, guilt, shame, or experiencing many other problems. Judicial Affairs Services at Delaware State University often get information about a student in crisis due to a sexual assault in the form of a report, but a student may choose to come directly to the Judicial Affairs Department to report an event.

The Judicial Affairs Staff will:

- Offer the victim/survivor crisis intervention, support, advocacy and referral information for medical, legal, police, student conduct, and counseling resources.
- Review information received from a JAMS or Delaware State University Police Department report and contact the alleged perpetrator to schedule a pre-hearing conference; also schedule a meeting with the victim/survivor separately to gather more information about the event if needed.
- Contact the university’s Sexual Assault Prevention specialist to accompany the victim/survivor to the hospital and Delaware State University Police Department for transportation to the hospital, if information regarding a sexual assault is received from a victim/survivor within 5 days of the assault occurring.
- Explain the importance of medical treatment and forensic exams, and the options available.
- Explain to the victim/survivor the Campus Judicial process that will take place in response to receiving a report.
- Explain counseling options both on and off campus, and provide the university’s Counseling Office number or Contact Lifeline number.
- Provide the victim/survivor with written resource and referral information.
- Explain to the victim/survivor the process of filing a Police report. If the alleged assailant is a student, explain to the victim/survivor the options available through this office.
- Explain the process for obtaining assistance with academic accommodations if needed.
- Explain the process for obtaining assistance with changes in the victim/survivor’s housing situation if needed.
- Explain to the victim/survivor that if the alleged assailant is a threat to the University community, Delaware State University Police Department is required to notify the campus but clarify that this notification will NOT include the his/her name.
- Explain to the victim/survivor that he/she may obtain a No-Contact Order if they feel at risk of retaliation by the perpetrator and the procedure to follow.
- Explain to the victim/survivor the confidential nature of the information shared with the Judicial Affairs staff, explain the exceptions to maintaining confidentiality, and that information may be shared with a signed release from them.
- Schedule follow up appointment (s) with the victim/survivor if needed with their permission.
- Provide a written report to the Title IX Coordinator.
Sexual Assault Protocol for Residential Staff

Sexual assault is a traumatic event for every victim, and may leave them in psychological distress resulting from confusion about the event, fear, guilt, shame, or experiencing many other problems. The Residential staff persons at Delaware State University (DSU) often serve as first responders to students in crisis due to a sexual assault. Following is the protocol to be followed when responding to such an event.

Resident staff (professional and para-professional) will:

• Offer the victim/survivor support, crisis intervention, advocacy and referral information for medical, police, counseling resources, student conduct and legal resources.

• First ensure that the victim is safe. If he/she is in danger contact Campus Security at (302)857-7911 immediately for assistance to ensure the safety of the victim/survivor.

• Acknowledge the psychological distress and confusion and assure the victim that he/she is cared about and that DSU has services in place to help him/her to overcome most of his/her problems. If the victim is a female and the staff person is a male offer same sex support, and vise-versa.

• Explain to the victim/survivor that if he/she was drinking alcohol and/or violating the visitation policy, he/she would not receive a sanction for those violations.

• Gather demographic data; name, age, ethnicity, place of residence, time and date (when) the incident occurred and location (where). The “who” will be found out later unless the information is given, and the why should NOT be asked.

• Explain the importance of medical treatment and forensic exams, and strongly encourage that he/she take advantage of the services offered by the Sexual Assault Nurse Examiner (SANE) Unit offered at all major hospitals; those services safeguard against STIs, unwanted pregnancy, & AIDS that the cost is paid for by the State of Delaware.

• Inquire if the victim has taken a shower or bath. If no, discourage the bath/shower until seen at the hospital. If yes, collect items of clothing that the victim wore at the time of the event, place it in a paper bag and hand it over to the Public Safety as evidence. The investigating officer will label and forward it to the lab for testing.

• Explain to the victim/survivor that the cost of the visit to the hospital, treatment received, and the forensic (rape) kit will be paid for by the State of Delaware.

• Inform the victim/survivor also that Public Safety will provide transportation to the hospital and back to campus if he/she does not have a friend or family member to provide transportation.

• Inform the victim/survivor further that he/she can have accompaniment to the hospital. The options are: their friend or roommate, a RA or RD, the DSU Prevention Specialist, or a counselor from the local rape crisis center.

• Explain to the victim/survivor that he/she may request support directly from DSU’s Sexual Assault Prevention (SAP) personnel ((302)420-5751) or community-based organization (ContactLifeline,1-800-262-9800) or he/she may request that the staff makes the call on his/her behalf.
• Offer the victim/survivor the option of moving to a “Safe Space” if he or she feels threatened.

• Explain that he/she can request a “No-contact Order” through Public Safety.

• Explain to the victim/survivor that she or he does not have to make immediate decisions regarding filing a case with the Public Safety or the Judicial office.

• Explain counseling options both on and off campus.

• Provide the victim/survivor with written resource and referral information.

• Explain to the victim/survivor the process of filing a Public Safety report and offer to accompany them when they are ready to do so.

• Explain the process for obtaining assistance with academic accommodations if needed.

• Explain to the victim/survivor that if the alleged assailant is determined to be a threat to the University community, the DSU Public Safety Department will provide notification to the campus, and that this notification will NOT include his/her name.

• Explain to the victim/survivor that information shared with the Residential staff will only be discussed with other University departments on a need to know basis, and that all parties who may receive the information are bounded by confidentiality. Information will otherwise be confidential unless there is a legal basis to break confidentiality (subpoena, threat to self or others, suspicion of child abuse), a release is signed, or the victim/survivor is under the age of 18 years.

• Inform victim/survivor of your intent to follow up with his/her permission.

• Enter an anonymous report (no name) in the JAMS system
Sexual Assault Protocol for Student Health Services

Student Health Services at DSU offers only partial treatment for victim/survivors of sexual assault. The Center provides treatment for STIs, if seen within five (5) days of the occurrence of the assault the Plan B tablet, and will make referral to Kent General Hospital’s SANE (Sexual Assault Nurse Examiner) unit for AIDS prophylactic, and forensic (rape) kit examination.

The Student Health Service Center will:

- Offer the victim/survivor, support, crisis intervention, advocacy and referral information for medical, counseling, police, and student conduct resources.
- Contact the university’s Sexual Assault Prevention staff (302-420-5751) to accompany the victim/survivor to the hospital and Delaware State University Police Department for transportation to the hospital.
- Explain the importance of further medical treatment and forensic exams, and the options available.
- Explain counseling options both on and off campus, and provide the university’s Counseling Office number (302-857-7381) for on-going support.
- Provide the victim/survivor with written resource and referral information.
- Explain to the victim/survivor the process of filing a Police report, and explain to the victim/survivor that she/he does not have to make immediate decisions regarding reporting to Delaware State University Police Department or the Judicial office. If the alleged assailant is a student, explain to the victim/survivor the option of filing a report with the Judicial Office.
- Explain the process for obtaining assistance with academic accommodations if needed.
- Explain the process for obtaining assistance with changes in the victim/survivor’s housing situation if needed, but that where there is reasonable suspicion the University will first remove the alleged perpetrator from the campus environment.
- Explain to the victim/survivor that if the alleged assailant is considered a threat to the University community, Delaware State University Police Department will provide notification to the campus, and that this notification will NOT include his/her name.
- Explain to the victim/survivor that he/she may obtain a No-Contact Order if he/she feels at risk of retaliation by the perpetrator.
- Explain to the victim/survivor the confidential nature of the information shared with the Student Health Center staff. Explain the exceptions to maintaining confidentiality, such as when the victim is under the age of 18 years, and explain that information may be shared with a signed release from the victim/survivor.
- Schedule follow up appointment with the victim/survivor with their permission.
- Provide a written report to the Title IX coordinator.